

Town of Medfield

**Capital Budget Committee**

**Meeting Minutes**

**Date:** Friday, October 31, 2025

**Time:** 9:30 a.m.

**Place:** Chenery Hall, Medfield Town House, 459 Main Street, with remote participation via Zoom

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Attendance

**Members Present:**

- Ms. Megan Sullivan, Chair, resident-at-large (in person)
- Ms. Eileen Murphy, Select Board Member (in person)
- Mr. Artie Georgacopoulos, resident-at-large (in person)
- Mr. Rob Aigler, resident-at-large (in person)
- Mr. Michael LaFrancesca, School Committee designee (in person)
- Mr. Brent Nelson, Warrant Committee designee (remote)
- Mr. Mark Fisher, resident-at-large (remote)

**Non-Voting Members/Staff Present:**

- Ms. Kristine Trierweiler, Town Administrator, non-voting (remote)
- Ms. Brittney Franklin, Assistant Town Administrator, non-voting (in person)
- Ms. Katie Morray, non-voting associate member (in person)

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1. Call to Order and Roll Call

Ms. Sullivan called the meeting to order at **9:30 a.m.** She confirmed a hybrid meeting format and stated that roll-call votes would be used for all motions. A roll call of members was conducted; each member confirmed participation as noted above.

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2. Approval of Meeting Minutes – October 24, 2025

Ms. Sullivan stated she was still finalizing the minutes of October 24, 2025 and recommended deferring action to the next meeting.

**Action:** No vote taken; approval deferred to November 7, 2025.

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### 3. Review and Discussion of Departmental Capital Requests for FY27

Ms. Sullivan reviewed the capital roll-forward analysis and funding assumptions. She noted an opening FY27 balance of approximately \$1,270,838, an anticipated free cash contribution of approximately \$900,000, and project close-outs of approximately \$8,706 identified by Town Hall, for a working total near \$2,179,544. Members discussed the policy objective of ending each year with approximately one year's worth of capital capacity on hand given the uncertainty of future free cash.

Mr. LaFrancesca asked whether the Warrant Committee would issue a spending guideline for FY27 and suggested aligning with operational guidance if available. Ms. Trierweiler referenced the Town's financial policies that advise against spending the entire available amount and to maintain adequate on-hand balance to manage yearly capital outlay.

Ms. Sullivan demonstrated alternative capital project funding scenarios in the spreadsheet (e.g., \$1,000,000 and \$900,000) and the impacts on future year balances. Members observed that approximately \$1.2M appears to be the steady-state level needed to remain self-sustaining without deferring core needs.

With that context, the group reviewed the requests that have been received.

#### 3.a Department of Public Works

- **Street Sweeper (Replacement):** Remains the top priority due to daily operational use and its role in protecting the water system by keeping debris out of stormwater. Lead time and reliability concerns were noted. Ms. Franklin will confirm whether a major overhaul could reliably extend the current unit and clarify potential lead time for a replacement; members cautioned that deferral risks parts delays and service gaps.
- **Pickup Truck – Grounds Division:** Remains in FY27 at the request of the DPW; the current grounds staff relies on borrowing a truck from Highway, leaving the Town short during plowing and routine work.
- **Pavement Management – Annual Program:** Members discussed maintaining the annual \$185,000 local supplement to Chapter 90 and Fair Share funds. Ms. Murphy emphasized safety and quality-of-life impacts, stating Medfield's pavement conditions are strong compared to nearby communities and cautioning against biennial funding that could degrade ratings. Mr. LaFrancesca concurred that sustained investment has markedly improved road conditions over the past two decades.
- **Dump Trailer:** Moved out to FY29 based on departmental prioritization (ranked third by DPW).

#### 3.b Fire Department

- **Under-Carriage/Truck Wash:** To be funded from the ALS Revolving Fund due to use across the entire department fleet, including ambulances.
- **Car 3 (Pickup w/Plow):** Members noted the vehicle age (approximately 15 years) and plow capability for emergency access, supporting its continued priority status in FY27.

### 3.c Police Department

- **Drone (New Program):** Deferred to FY29.

### 3.d Information Technology (Town & Schools)

- **Assessing Software Upgrade:** Ms. Sullivan adjusted the request to exclude the existing annual license cost already in the operating budget (noting that future-year operating costs will be higher and must be acknowledged in the Assessors' budgets for future years). The capital amount reflects one-time implementation and data conversion only.
- **OpenGov Modules (e.g., Budgeting):** Paused/removed for FY27 due to significant ongoing operating costs after first-year grant coverage. Ms. Franklin stated the operating budget cannot absorb these costs next year; items may be reconsidered in future years depending on funding.
- **School Technology (approx. \$300,000 request: projectors; HS security/burglary system; cameras):** Mr. LaFrancesca will confer with the School IT lead regarding potential adjustments or deferrals and report back.

### 3.e Water and Sewer Department Requests (Enterprise Fund)

- Water capital items proceed from Enterprise funding sources and are not counted against the general capital stabilization total.

### 3.f Contingency

- Members discussed replacing per-item contingencies with a single contingency line. Ms. Sullivan added a placeholder of \$25,000 for a capital budget-wide contingency in FY27.

**Working Total:** After the above adjustments (e.g., removing the Fire under-carriage wash to ALS, deferring the Police drone, restoring the DPW Grounds pickup, moving the DPW dump trailer to FY29, and setting a general contingency), Ms. Sullivan stated the new project appropriation ask was \$1,225,572. Mr. Nelson stated that \$1.2M is consistent with typical appropriations; reducing below that level would likely require cuts to School IT, Pavement Management, or vehicles.

**Action:** No votes taken on specific FY27 appropriations. The Committee will revisit totals and rankings at the next meeting.

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#### 4. Continued Discussion on Priorities, Rankings, and Funding Policy

Mr. Fisher stated that departmental requests have been reduced to essential items, leaving little room for further cuts without operational impacts. Ms. Murphy and other members emphasized that deferral typically increases ultimate costs and risks service reliability. Mr. Fisher and Ms. Trierweiler discussed the longer-term goal of establishing a dedicated funding source for capital (similar to buildings), while recognizing near-term budget pressures and limited appetite for an override given operating and school funding demands.

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#### 5. Public Comment

No public comments were offered.

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#### 6. Follow-Ups and Next Meetings

##### **Next Meetings (all at 9:30 a.m.):**

- **November 7, 2025:** Remote Meeting. Finalize FY27 Capital Budget Requests and Votes. Review and discuss Municipal Buildings Capital Requests; potential votes.
- **November 14, 2025:** Continued review/discussion of Municipal Buildings Capital Requests; potential votes.

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#### 7. Adjournment

Ms. Sullivan made a motion to adjourn at **10:37 a.m.**

**MOTION:** Ms. Sullivan moved to adjourn.

**SECONDED:** Mr. Mark Fisher.

**VOTE:** Ms. Sullivan, aye; Ms. Murphy, aye; Mr. Georgacopoulos, aye; Mr. Aigler, aye; Mr. LaFrancesca, aye; Mr. Nelson, aye; Mr. Fisher, aye.

**MOTION CARRIES:** 7-0.

**Meeting Packet:** <https://www.town.medfield.net/2407/FY2027-Capital-Budget>

- [Draft Five-Year Capital Budget Plan \(Non-Building\) with Capital Stabilization Fund \(Non-Building\) Roll-Forward Analysis Updated 10.30.2025](#)